

Retention and Classification Report

Agency: Alpine School District (Utah). Alpine Life and Learning Center
(2715)
1165 West 800 South
Orem, UT 84058
801-227-2440

Records Officer

17783 Student records

AGENCY: Alpine School District (Utah). Alpine Life and Learning Center

SERIES: 17783

3

TITLE: Student records

DATES: 1987-

ARRANGEMENT: Chronological, thereunder alphabetical by surname

DESCRIPTION:

RETENTION:

Retain Until microfilmed

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

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(continued)

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99